

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, NOVEMBER 21, 2002
8:30 A.M.**

Commissioners Present: Bob Workman, Chair
Bernie Heier, Vice Chair
Kathy Campbell
Larry Hudkins

Commissioners Absent: Ray Stevens

Others Present: Deb Schorr, District 3 Commissioner-Elect
Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Bruce Medcalf, County Clerk
Trish Owen, Chief Deputy County Clerk
Ann Taylor, County Clerk's Office

The Staff Meeting was called to order at 8:34 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, NOVEMBER 7, 2002 AND MINUTES OF THE TRI-COUNTY MEETING WITH DOUGLAS AND SARPY COUNTIES ON THURSDAY, NOVEMBER 14, 2002

MOTION: Campbell moved and Heier seconded approval of the Staff Meeting minutes of November 7, 2002 and minutes of the Tri-County Meeting with Douglas and Sarpy Counties on Thursday, November 14, 2002. Campbell, Heier and Workman voted aye. Hudkins was absent from voting. Motion carried.

2 ADDITION TO THE AGENDA

A. Safety and Training Payroll Insert

MOTION: Heier moved and Campbell seconded approval of the addition to the agenda. Campbell, Heier and Workman voted aye. Hudkins was absent from voting. Motion carried.

3 LABOR NEGOTIATIONS - Georgia Glass, Personnel Director; John Cripe, Classification and Pay Manager; Diane Staab, Deputy County Attorney

MOTION: Campbell moved and Heier seconded to enter Executive Session at 8:36 a.m. for discussion of labor negotiations. Workman, Heier and Campbell voted aye. Hudkins was absent from voting. Motion carried.

Hudkins arrived at 8:50 a.m.

MOTION: Heier moved and Campbell seconded to exit Executive Session at 9:10 a.m. Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

4 CONTINUUM SERVICES - Pat Kant, Personnel Coordinator; Diane Staab, Deputy County Attorney; Kristine Brennan and Georgette Kingkade, Continuum

Georgette Kingkade, Continuum, gave an overview of employee assistance, training and consulting services (Exhibit A).

Kristine Brennan, Continuum, said an annual report, including a breakdown of service areas, is provided to the Personnel Department.

Pat Kant, Personnel Coordinator, agreed to share this information with to the Board.

ACTION ITEMS

A. Microcomputer Requests:

1. C#2002-376, \$997.50 from Lancaster Manor Budget for a HP 4100 Laser Printer
2. C#2002-366 from the County Sheriff; \$6,709.86 from the Microcomputer Fund from the Three (3) Pentium IV's, Three (3) 15" Flat Screen Monitors; Three (3) Ink Jet Printers and Software

MOTION: Campbell moved and Hudkins seconded approval of Item A1 and Item A2, provided that funding for additional cost of substituting flat screen monitors is from the County Sheriff's budget. Campbell, Workman, Hudkins and Heier voted aye. Motion carried.

- B. Recommendation from the Visitors Promotion Advisory Committee for \$5,000 Grant to the Updowntowners for Star City Parade

MOTION: Hudkins moved and Campbell seconded approval, contingent upon provision of a loss statement. Campbell, Heier, Workman and Hudkins voted aye. Motion carried.

C. Hiring Requests:

1. County Engineer - Roca District Maintenance Supervisor and Motor Grader Operator

2. Lancaster Manor - Activities Assistant and Receptionist/Switchboard Operator
3. County Sheriff - Security Guard
4. Community Mental Health Center - Two (2) Emergency Service Workers and One (1) Mental Health Technician

MOTION: Campbell moved and Heier seconded approval. Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

5 A) APPRAISER FOR TAX EQUALIZATION REVIEW COMMISSION (TERC) HEARINGS; AND B) TERC RULE CHANGES - Norm Agena, County Assessor; Rob Ogden, Chief Field Deputy Assessor; Mike Thew, Chief Deputy County Attorney

A) Appraiser for Tax Equalization Review Commission (TERC) Hearings

Norm Agena, County Assessor, recommended that the County contract with Great Plains Appraisal, Inc. for an appraisal of the J C Penney Store, 6100 "O" Street, that will be used as the basis for testimony before the Tax Equalization and Review Commission (TERC).

Rob Ogden, Chief Administrative Deputy Assessor, said the cost will be \$5,000 to \$6,500 for the report and \$100 per hour for preparation and testimony. He asked that payment be through the Board of Equalization budget.

MOTION: Hudkins moved and Campbell seconded to proceed with preparation of a contract with Great Plains Appraisal, Inc. for the appraisal and to schedule action on the contract on a Board of Commissioners Meeting agenda. Campbell, Heier, Workman and Hudkins voted aye. Motion carried.

B) TERC Rule Changes

Mike Thew, Chief Deputy County Attorney, said changes are proposed to TERC's rules and regulations, including one involving representation. The current rules provide for alternative representation and TERC has proposed that this be eliminated. Thew explained that the County Assessor has not involved the County Attorney's Office in cases involving average homeowners, primarily to "level the playing field for the taxpayer". Thew said a hearing on the proposed changes to TERC's rules and regulations is scheduled for December 18, 2002.

The Board authorized Thew and Ogden to testify on behalf of Lancaster County at the hearing.

ADMINISTRATIVE OFFICER REPORT

- B. Official Name for the Assessor/Register of Deeds Department and Amount of the Official's Bond

No change was made to the official name. A list of the elected officials' bond amounts and pricing was requested.

- C. Lobbyist Procedure Letter to Department Heads and Elected Officials

The Board approved the letter by consensus (Exhibit B).

- D. County Board Representative on Lincoln Area Agency on Aging Administrator Search Committee

MOTION: Hudkins moved and Campbell seconded to ask Commissioner Stevens to serve as the County Board's representative. Campbell, Heier, Workman and Hudkins voted aye. Motion carried.

DISCUSSION OF BOARD MEMBER MEETINGS

- A. Monthly Meeting with Mayor Wesely - Workman, Heier

It was noted that Commissioners Hudkins and Stevens attended two meetings with Mayor Wesely in place of Commissioners Workman and Heier.

Hudkins said Mayor Wesely reiterated his willingness to work with the County on Planning issues.

Hudkins also reported on a meeting held with representatives of the Lancaster County Agricultural Society and SMG, the professional management service employed to manage Pershing Center. He said there was frank discussion of problems encountered by the Ag Society's Event Center and Pershing Center and an agreement to work cooperatively.

Hudkins exited the meeting at 9:57 a.m.

ADMINISTRATIVE OFFICER REPORT

- A. Resignation of Mark Schorr from the Personnel Policy Board

MOTION: Campbell moved and Heier seconded to accept Mark Schorr's resignation from the Personnel Policy Board and to send him a letter thanking him for his service. Campbell, Heier and Workman voted aye. Hudkins was absent from voting. Motion carried.

MOTION: Campbell moved and Heier seconded to schedule appointment of Robert Evnen to the Personnel Policy Board on a Board of Commissioners Meeting agenda. Workman, Campbell and Heier voted aye. Hudkins was absent from voting. Motion carried.

6 POTENTIAL LITIGATION - Dave Johnson, Deputy County Attorney

MOTION: Campbell moved and Heier seconded to enter Executive Session at 10:11 a.m. for discussion of potential litigation and requested that Deb Schorr, District 3 Commissioner-Elect remain in the room. Campbell, Heier and Workman voted aye. Hudkins was absent from voting. Motion carried.

MOTION: Campbell moved and Heier seconded to exit Executive Session at 10:26 a.m. Workman, Campbell and Heier voted aye. Hudkins was absent from voting. Motion carried.

7 A) FAMILIES FIRST AND FOREMOST (F³) CONTRACTUAL PROCEDURES; B) CONTRACT WITH MEDIATION CENTER; C) SALARY FOR JUVENILE MENTAL HEALTH DIRECTOR; AND D) GRANT SUBMITTAL TO NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE (NEBRASKA CRIME COMMISSION) - Sheryl Schrepf, Juvenile Mental Health Director; Dave Johnson, Deputy County Attorney

A) Families First & Foremost (F³) Contractual Procedures

Dave Johnson, Deputy County Attorney, explained that there are two issues, one involving a misunderstanding that Sheryl Schrepf, Juvenile Mental Health Director, clarified in a letter to the Board and the other relates to recognition that services should not be rendered without a contract.

Schrepf noted that the Families Inspiring Families (FIF) (family organization) has incorporated and applied for 501C3 (non-profit organization) status. She said Families First & Foremost (F³) will contract with FIF for support through the federal grant and will purchase services out of the Integrated Care Coordination Unit (ICCU) contract.

B) Contract with Mediation Center

Schrepf said the Mediation Center billed for approximately \$1,000 less than the actual cost of services provided during the months of June and July, 2002. She explained that the additional amount was due to completion of facilitation for the FIF group that was working with F³.

MOTION: Campbell moved and Heier seconded to schedule an amendment to the contract with the Mediation Center on a Board of Commissioners Meeting agenda. Campbell, Heier and Workman voted aye. Hudkins was absent from voting. Motion carried.

C) Salary for Juvenile Mental Health Director

Schrepf requested that the Board review her position description and salary (Exhibits C & D). She said her job responsibilities have increased significantly from administrator of a federal grant to director of a department. Schrepf said she believes her responsibilities are comparable to that of the Community Mental Health Center Director and asked that her current salary of \$71,750 be increased to \$80,000.

Campbell explained that the Board has frequently asked directors to take on additional responsibilities with no adjustment . She also expressed concern with setting a precedence for salary adjustment, other than on an annual basis.

Schrepf said she thought she was hired in April, 2000 and said she received a 1.5% increase in August of that year. She did not receive another increase until this year, a 3% increase.

MOTION: Heier moved and Campbell seconded to increase the salary for Sheryl Schrepf, Juvenile Mental Health Director, to \$77,000, effective November 15, 2002, with a return to an annualized review of the job description and compensation. Workman, Heier and Campbell voted aye. Hudkins was absent from voting. Motion carried.

MOTION: Campbell moved and Heier seconded to direct Kerry Eagan, Chief Administrative Officer, to develop a process for director review, in consultation with the Personnel Department. Campbell, Heier and Workman voted aye. Hudkins was absent from voting. Motion carried.

Schrepf recommended an orientation session for new directors.

Campbell concurred and suggested that the Board also meet with directors on a bi-annual basis.

D) Grant Submittal to Nebraska Commission on Law Enforcement and Criminal Justice (Nebraska Crime Commission)

Schrepf explained that the grant will be used for wraparound training.

8 ACTION ITEMS

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- B. Recommendation from the Visitors Promotion Advisory Committee for \$5,000 Grant to the Updowntowners for Star City Parade

- C. Hiring Requests:
 - 1. County Engineer - Roca District Maintenance Supervisor and Motor Grader Operator
 - 2. Lancaster Manor - Activities Assistant and Receptionist/Switchboard Operator
 - 3. County Sheriff - Security Guard
 - 4. Community Mental Health Center - Two (2) Emergency Service Workers and One (1) Mental Health Technician

Items A-C were moved forward on the agenda.

9 ADMINISTRATIVE OFFICER REPORT

- A. Resignation of Mark Schorr from the Personnel Policy Board
- B. Official Name for the Assessor/Register of Deeds Department and Amount of the Official's Bond
- C. Lobbyist Procedure Letter to Department Heads and Elected Officials
- D. County Board Representative on Lincoln Area Agency on Aging Administrator Search Committee

Items A B, C & D were moved forward on the agenda.

- E. Letter from Ed Birkel, State Probation Administrator, Regarding Drug Court Agreement with State Probation

Dave Johnson, Deputy County Attorney, said the request is to substitute a case manager position for a secretary position approved within the interlocal agreement. The salary difference is \$2,080, but should be offset by a hiring delay. The Board will take action on the amendment to the contract at the November 26, 2002 Board of Commissioners Meeting.

- F. Lincoln Public Schools (LPS) Master Plan Group Discussion with County Board

Board members will read the report and schedule individual time with the consultant if they wish to comment.

- G. Microcomputer Request, C#2002-358, \$299.49 from the Families First & Foremost (F³) Budget for One (1) Palm Vx and Pylon Pro Conduit Software

Item was previously approved.

- H. County Board Office Staffing

Item dropped from the agenda.

I. Meeting with Brad Shear, Bryan/LGH Health System

Kerry Eagan, Chief Administrative Officer, said there are a number of issues that need to be addressed, such as parking, the pathology contract, Medicaid pricing for jail inmates and two disputed General Assistance claims.

MOTION: Campbell moved and Heier seconded to authorize Kerry Eagan, Chief Administrative Officer, to draft a letter, with review by the County Attorney's Office, to Bryan/LGH Health System suggesting an exchange of formal letters outlining issues and potential solutions, with a 30 day deadline for exchange of letters, and indicating a willingness to reassess the two General Assistance claims. Campbell, Heier and Workman voted aye. Hudkins was absent from voting. Motion carried.

ADDITION TO THE AGENDA

A. Safety and Training Payroll Insert

Eagan distributed copies of a proposed insert addressing holiday safety (Exhibit E).

MOTION: Heier moved and Campbell seconded approval of the payroll insert. Workman, Heier and Campbell voted aye. Hudkins was absent from voting. Motion carried.

Campbell exited the meeting at 11:06 a.m.

10 DISCUSSION OF BOARD MEMBER MEETINGS

A. Monthly Meeting with Mayor Wesely - Workman, Heier

Item moved forward on the agenda.

B. Parks & Recreation Advisory Board - Campbell

Deb Schorr, District 3 Commissioner-Elect, reported that use of private funds to build a soccer field in Peter Pan Park (32nd & "W" Street) and whether to have alcohol available at city golf courses were discussed.

C. District Energy Corporation - Hudkins, Heier

Heier reported limited purchase and sale of product, due to favorable weather conditions.

D. Board of Health - Hudkins

No report.

E. Region V Governing Board - Workman

Workman reported that a motion to approve a transition plan failed for the lack of a second but a special meeting was scheduled for December 16, 2002 to discuss a transition plan.

F. Visitors Promotion Advisory Committee - Workman

Workman said a list of goals and accomplishments and an activity report were reviewed. He also reported that revenue is ahead of schedule.

G. Floodplain Task Force - Heier

Heier said recommendations will be forthcoming.

H. Lincoln Independent Business Association (LIBA) Meeting - Campbell, Stevens

No report.

I. General Assistance (GA) Monitoring Committee - Campbell, Stevens

Eagan reported on problems Wagey Drug (General Assistance pharmacy) has had with Medicaid pricing.

11 ADJOURNMENT

By direction of the Chair, the meeting was adjourned at 11:14 a.m.

Bruce Medcalf
County Clerk